The SPS Connection
January/February 2006

SPS Program Update

Colonel's Corner

During the December 2005 Army Standard Procurement System (SPS) User's Training Conference, I had the opportunity to talk to attendees about the Program.

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Service Talk

This is the place to hear directly from the SPS Desk Officers — from conference announcements and breaking news to kudos and status updates. Service Talk is where you'll find Service-specific news.

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SPS User Satisfaction Survey response results as of Jan. 6: 1st – Navy (64%); 2nd – Air Force (26%); 3rd – Army (4%). Let's bring those responses up! Complete the survey now.

Tell us about your job:

○ Management
○ System Administrator
○ IT Specialist
○ Contracting Officer
○ Contracting Specialist
○ Program Analyst

Submit   Results

News from Washington Affecting the SPS Community

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Click here to send your SPS-related comments, questions or issues to the SPS Desk Officers.

The SPS Connection welcomes all articles, photos and letters from SPS users and the community at large. Please send your input to *The SPS Connection* editor.

Colonel's Corner

During the December 2005 Army Standard Procurement System (SPS) User's Training Conference, I had the opportunity to talk to attendees about where the Program is and where it is going. This information is important to all SPS users, and I'd like to share it with everyone through this Colonel's Corner.

On the Web

First and foremost, Version 4.2 Increment 3 (v4.2.3) is in SPS' near future. V4.2.3 moves SPS to a Web-based platform. This will create a major change in our business process and to the way we do business for both the technical and functional folks. I encourage all sites to be prepared for this change. Set up a plan to deal with the change and minimize anticipated problems. If you have questions about v4.2.3, contact your Service Desk Officer.

"Jointness"

The Department of Defense (DoD) is rapidly moving toward a complete joint environment, including a joint procurement process. DoD wants all Services and Defense Agencies to conduct contracting activities the same way across the board. Standardization of contracting will make everyone's job easier

as we move into that joint environment. SPS is helping DoD do this by meeting the requirements of DoD's Business Enterprise Architecture.

BTA

In the pursuit of jointness and integration, DoD has stood up the Business Transformation Agency (BTA) to which SPS will migrate in the near future. The governance structure as we know it today will likely remain in place through Milestone C (April 2006). After this time, we will transition to the BTA. Once this move is complete, I will be reporting to MG Carlos Pair, the Defense Business Systems Acquisition Executive (DBSAE).

Documentation

We are accountable to Congress for meeting Milestone C in April of 2006. But before this happens, there is a lot of documentation and paperwork to be completed and filed. I need all SPS users in the field to support this effort so that we meet our deadline. It is critical to the Program that we make Milestone C, and it can't be done without support and timely cooperation from the entire community.

Success

Before closing, I'd like to remind all of you of the success the SPS program has had. SPS v4.2.1 is fully deployed throughout the DoD Enterprise. SPS v4.2.2 has been fully deployed to the Navy, and the Army is close behind. SPS-Contingency has been deployed throughout the Warfighter theater, and we are getting ready to test the electronic Standard Form 44s in theater in January. Finally, SPS has received a positive report from the Army Audit Agency stating that SPS' design meets requirements mandated in the Federal Financial Management Improvement Act of 1996.

SPS is moving full steam ahead. We have 21,579 users and we're growing every day. But as we move forward deploying v4.2.2 and v4.2.3, I need the entire community's support for comprehensive, program-wide success.

<div align="right">

— Quentin Peach, COL, USA
Standard Procurement System Program Manager

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The SPS Connection
January/February 2006

Service Talk

From the SPS Desk Officers to You!

This is the place to hear directly from the SPS Desk Officers! These are the folks responsible for SPS' success in your component.

From conference announcements and breaking news to kudos and status updates, Service Talk is where you'll find important news from the Desk Officers.

Army | Navy/USMC | Air Force
DCMA | DLA | ODA

Click here to send your SPS-related comments, questions or issues to SPS Desk Officers.

The SPS Connection welcomes all articles, photos and letters from SPS users and the community at large. Please send your input to *The SPS Connection* Editor.

Service Talk: Army
Life after SPS-I: DD350s in Increment 2

In the Standard Procurement System (SPS) Version 4.2 Increment 1, Individual Contracting Action Reports — also known as DD350s — were compiled into a single, consolidated flat file for external transmission. In Version 4.2 Increment 2 (v4.2.2), SPS-Integration (SPS-I) is not used to create DD350 flat files. Instead, the Transmit Functionality in the Procurement Desktop Defense (PD²) SysAdmin Task creates one flat file per DD350. The following explains the transmit process and the SysAdmin Transmit Task, highlights the effects that the new Fiscal Year (FY) 06 edits have on PD² and notes possible changes with the implementation of Federal Procurement Data System-Next Generation (FPDS-NG).

Transmitting DD350s

Once a DD350 has been created, signed and approved, you need to flag it for transmission. To do this, highlight the completed DD350 and use the following menu choices:

> Procurement
> > FPDS Reporting
> > > Transmit DD Form 350

An alert will appear telling you the DD350 has been flagged for transmission, and a

U.S. Army Soldiers uncover a well to determine the contents inside during a morning farm raid in Mosul, Iraq. Image courtesy of Defense Link.

yellow lightning bolt will appear in the lower right corner of the DD350 to visually show it was flagged for transmission.

The System Administrator will use the "Transmit" task to send the DD350 to the specified folder. The flagged DD350 will appear in the file listing column. You must select the DD350 and click "transmit." A report of the DD350 is then generated for viewing. The transmitted DD350 will be placed in a folder specified in the "pddod.ini" file. Example:

```
[TRANSMIT]
Transmit=C:\Program Files\PD2\FPDS\
```

Please keep in mind that PD² only prepares the file for transmission. It is up to each site to establish a transmission process to send DD350 flat files to the Secretary of the Army Acquisition, Logistics, and Technology (SAALT) Database. You may check your DD350 records at http://prmis.saalt.army.mil.

FY06 Edits

The system continues to adhere to the FY04 edits for DD350 reporting as implemented in FPDS Engine v2.2 Service Release (SR) 02. No changes have been made to the pre-fill rules or data element validations for the DD350. The system was not updated according to the directions specified in the FY05 edits.

> **Important:** Users should select "Choose DD350 Fiscal Year" from the procurement menu. Then choose "Fiscal Year: 2004." However, the report numbers for FY06 must be in the 600000 range.

The Future of DD350s

The process explained above will be utilized until further notice is received regarding the use of FPDS-NG, in which the Contracting Action Report (CAR) "Real Time Reporting" will replace the DD350. For Army and Other Defense Agency DD350 information, please contact Angela Hong, the DD350 Point of Contact for the Army Contracting Agency Headquarters.

Contributed by the Army Response Team

— Mr. George Chavis, Army SPS Desk Officer

Service Talk: Navy and Marine Corps

SPS Conference for Navy and Marine Corps Users

The Army recently held its annual Standard Procurement System (SPS) User's Training Conference from Dec. 12-16 in Orlando, Fla. The conference was a great success and several Navy and Marine Corps (USMC) representatives attended. We had considered hosting a Navy-USMC SPS User's Conference in early April 2006, but then learned at the Army conference that the Joint Program Management Office (JPMO) will be hosting a Joint SPS User's Conference in Denver, Colo. from Aug. 21-25. In light of this, consideration has been given to holding several one-day SPS "road shows" in the Fleet Concentration areas – Norfolk, Va., Jacksonville, Fla. and San Diego, Calif. – in the spring as an alternative to a full, three-day Navy-USMC conference. Additionally, the SPS "road shows" will decrease travel costs for contracting commands.

The morning of the SPS Day would include a few high-level briefings, and the afternoon would feature several breakout sessions for user training in areas such as SPS Version 4.2 Increment 2 (v4.2.2) and Federal Procurement Data System-Next Generation (FPDS-NG). The road shows are not firm yet, but I'd like to hear preferences and thoughts

U.S. Navy Builder Damon Broderick wipes off excess mortar mix between floor tiles during building restoration at the St. Elisabeth Convent daycare center. Image courtesy of Defense Link.

from the community on how best to keep information and training flowing. Does the SPS "road show" sound like something you would like to see in your area? Please contact me, eric.ferarro@navy.mil, with your feedback.

Version 4.2 Increment 2 Service Release Upgrades

As a reminder for sites that have not upgraded beyond v4.2.2 Service Release (SR) 02 or SR03, the SR05 upgrade must be scheduled through your Service Desk Officer and the JPMO. Plan four to six weeks lead-time prior to your desired self-upgrade

date in order to complete and return a pre-upgrade package sent by the JPMO. The JPMO will review the package and determine your site's status. A "green" status must be assigned before the software CDs are sent to your site.

Recently, SR06 was pulled from the software library due to malformed code. However, SR07, which fixes the SR06 error, is due for release in early January. At a minimum, sites will need to be on v4.2.2 SR05 in order to use FPDS-NG. We are still working on clarifying whether SR07 or beyond will be needed for the FPDS-NG transition.

Version 4.2 Increment 3 Build 5 Testing

V4.2.3 Build 5 testing is scheduled for Feb. 27 through March 17. A call for volunteer testers was sent via e-mail on Dec. 21. Navy and Marine Corps testers can go to the Government Test Facility in Fairfax, Va. or the Military Sealift Command Headquarters at the Washington, D.C., Navy Yard. In addition, Marine Corps testers can go to Quantico Marine Base in Virginia. Please contact
Ms. Rhonda Crow, the new Navy Test Director, via email or at 717-605-5723 for more information.

Operational scenarios for Build 5 testing are currently being written. Operational scenarios replaced the "test script" concept allowing the Services to write testing scenarios that mirror their real world business process. Please contact Ms. Sherry Hedding, the Navy Joint Requirements Board Representative, via email or at 860-433-6617 if you have questions about the operational scenarios.

Metrics Reminder

Each month, sites using SPS in production are required to post their monthly SPS metrics to the Deputy Assistant Secretary of the Navy Acquisition Metrics Web site. In early December, a standard query language script was distributed and posted to the Navy page of the SPS JPMO Center of Excellence (COE) portal for your use when posting the metrics. We are currently investigating an automatic metric-posting process, but due to IT security restrictions our options at this time are limited.

SPS Claimant Council Held on Nov. 29

The second SPS Claimant Council meeting of the new fiscal year was held in the JPMO building in Fairfax, Va., in late November. Presentations and action items have been posted to the Navy page of SPS JPMO COE for your review.

— Mr. Eric Ferraro, Navy/Marine Corps SPS Desk Officer

Service Talk: Air Force

Authorized Caller Waiver

Individuals who have been selected as a Standard Procurement System (SPS) Helpdesk Authorized Caller for Procurement Desktop Defense (PD²), SPS-Integration (SPS-I) or Adapter may receive a waiver if they have not completed the necessary training.

To be considered for a waiver you must provide the following information on
your request:

- Reason for not completing the training
- All applicable SPS training
- Number of years and type of experience with SPS
- Dates of scheduled required training

If you receive a waiver, you must still take the required training to become a permanent SPS Helpdesk Authorized Caller. Notify Ms. Susan Haskew, the Air Force Desk Officer, after completing all required training.

**Temporary Authorized Helpdesk
Caller Request**

Temporary Authorized Callers may fill in if the permanent Authorized Caller is unavailable for the reasons of Temporary Duty Assignment, annual or sick leave or leave

Members of the 514th Air Mobility Wing, McGuire Air Force Base, N.J., hand out Christmas gifts to a patient. Image courtesy of Defense Link.

of absence. A temporary Authorized Helpdesk Caller Request is available for only 30-60 days. If one is needed for more than 60 days, an explanation must be provided.

Sites should indicate the start date for the temporary status and the expected date of return of the permanent Authorized Caller. Individuals selected to be temporary replacements should have some training or working knowledge of SPS.

To ensure continuity of support for sites, both the waiver and temporary request must be submitted at least one week before the assignment transition takes effect.

Both forms are available on the <u>SPS Knowledge Base Web site</u>.

- Click on *All Documentation* in the far right column
- Click on *Miscellaneous* in the
  center column
- Click on *Authorized Caller Forms* in the center column

All completed applications must be sent to
<u>Ms. Susan Haskew</u>, Air Force Desk Officer, for review and approval from the SPS Joint Program Management Office (JPMO) and the CACI Helpdesk.

Air Force Automation — Increment 2
Pre-Deployment Package

The SPS JPMO has developed an Increment 2 pre-deployment package. This package is e-mailed prior to your site upgrade to determine the health of your site. Air Force Contracting Information Systems (AFCIS) has automated this package for the Air Force in order to reduce the workload for the site System Administrators executing the package.

Here are a few high-level tips and tricks to keep in mind when executing your AFCIS JPMO pre-deployment package
automation tool.

- Close all instances of Microsoft Word prior to running the AFCIS JPMO pre-deployment package automation tool.
- Execute all .sql files prior to running the automation tool. Instructions on how to do this and how to name the files can be found in the *Executing_ISQL.doc* file included with the package.

- Do not use the tab button to move through the automation tool. Only the *next*, *previous* and *finish* buttons should be used to move through
  the tool.
- Accurately fill out all required fields for each section. Inaccurate entries may cause errors within the automation or a rejection from the JPMO.
- Accurately enter the database information. Incorrect entries may cause errors.
- Enter your database server IP address in the *Adapter Config* tab, not the Adapter machine's IP address.

Contributed by the Air Force Customer Service Team

— <u>Ms. Susan Haskew</u>, Air Force SPS Desk Officer

Army SPS User's Training Conference Wrap-Up

The Army hosted its annual Standard Procurement System (SPS) User's Training Conference in Orlando, Fla., from Dec. 12-16. It attracted nearly 500 attendees from across the U.S. and overseas from each of the Services and Other Defense Agencies. Attendees took away a great deal of new information to share with their sites, such as how to prepare for Increment 3 and its associated training and how to develop and implement a Continuity of Operations Plan. Additionally, lessons learned were shared between the Services and ODAs.

"The conference was a resounding success," said Mr. George Chavis, Army SPS Desk Officer and conference manager. "There was great interaction between the attendees and speakers."

The main focus of the conference was the Version 4.2 Increment 2 (v4.2.2) upgrade. On Monday and Friday of the conference, users were offered four-hour workshops on how to use the Adapter and SPS-Legacy Integration software, both of which are critical to v4.2.2 post-upgrade operations. However, the conference also offered a wide variety of other SPS-related sessions and lectures to help prepare users for future changes in the program.

Conference attendees network at the Tuesday evening social. (from left to right) Mike Boedeker, Jean Bryant, Judy Dee, Harriett Griffin, Jamie Osterman

Day One

The conference officially began Tuesday with a full day general session moderated by Mr. Chavis and featured guest speakers, including:

- COL Quentin Peach, SPS Program Manager, who provided a comprehensive update on the SPS Program;
- Mrs. Sandra Sieber, Director of the Army Contracting Agency, who spoke about the status of the Agency;
- Mr. Gino Magnifico, Deputy Program Manager for SPS, who gave an overview of Version 4.2 Increment 3; and

Colonel's Corner [continued]

- Mr. Brian Davidson of the Defense Manpower Data Center, who discussed the Federal Procurement Data System-Next Generation.

The day ended with a networking function

Days Two and Three

The conference continued into Wednesday and Thursday when attendees were offered a multitude of breakout sessions organized by tracks:

- Upgrade
- Increment 2
- Increment 3
- System tools and business processes
- Management

Attendees could follow one track from start to finish or jump from session to session based on what they wanted to learn and discuss. Some of the breakout sessions were offered more than once such as the Adapter Installation session, the Upgrade Process session, the Training session, the SPS-Contingency session and the 'Ask the PM' session.

On Wednesday, conference attendees were treated to a talk by Ms. Lisa Romney, the Senior Business Analyst for Defense Procurement and Acquisition Policy. Ms. Romney discussed the new Business Transformation Agency and the future of SPS.

Ms. Nancy Kelly was the host with the most at the Army SPS Users' Conference.

COL Peach found the conference to be a great success. "I truly enjoyed the conference and talking with SPS users," he said. "Their questions were insightful and further proved how important it is to include the users in the development process."

All of the briefings from the conference can be found on the SPS Center of Excellence portal in the JPMO folder.

Ask the Editor

Mr. Vernon Hadley, System Administrator for the Army Corps of Engineers in St. Paul, Minn. asks:

When a solicitation is transmitted via electronic data interchange (EDI), where is it transmitted to?

Mr. Hadley,

Thank you for your question. We are always delighted to receive questions and comments from all of the Standard Procurment System (SPS) users.

We asked Mr. Jim Dykes, a technical guru for the Joint Program Management Office, for a response to your question. He says:

For Army locations using SPS Version 4.2 Increment 1 (v4.2.1), the EDI solicitation goes to one or both of the following places:

- The Army Single Face to Industry (ASFI) Web site
- Select Value Added Networks (VANs) that then distribute the solicitations to subscriber vendors

The ASFI Web site is available to the public, and the VANs are available to anyone who subscribes to them.

> **Have a burning question about SPS? We want to hear from you.** *The SPS Connection*'s goal is to deliver useful, timely information about SPS to users on a regular basis. However, we're aware there are a lot of questions out there we're not addressing. So, we've opened a section in the newsletter for you, the readers, to send in your questions about the Program. A member of the team at Joint Program Management Office will respond.
>
> **Submit Your Question**

The process for v4.2.2 is essentially the same as it will be for v4.2.3, except that the translation into EDI will occur outside of SPS at the Department of Defense eBusiness Exchange (DEBX). The DEBX is a DoD routing activity that will distribute EDI transactions in accordance with the rules setup by Army EDI subject matter experts.

We hope this is a sufficient answer to your query. If you, or any of the other readers, have questions on this topic or any other, please e-mail *The SPS Connection* Editor.

— SPS Connection Editor

JPMO Program Manager Jumpstarts SPS in Theater with a Visit to Baghdad

COL Quentin Peach, Standard Procurement System (SPS) Program Manager, spent some time in Baghdad in mid-November to identify theater-based contracting concerns and solutions. While in Baghdad, COL Peach visited a number of contracting offices, including the Joint Contracting Command – Iraq/Afghanistan (JCC-I/A), which oversees contracting for both U.S. Forces in theater and the Iraq reconstruction efforts. With insight and feedback from his visits,
COL Peach developed a plan of action to alleviate concerns and implement solutions for the in-theater contracting community in order to create a more standardized, disciplined contracting system.

"My trip to Baghdad was very successful," said COL Peach. "I am confident that we will overcome the challenges faced by contracting officers in theater, and I look forward to working with the JCC-I/A to implement the solutions."

Challenges and Solutions: Summary

Contracting officers who currently use SPS in theater value the software and the capabilities it provides. JCC-I/A Chief of Staff, COL Theodore Harrison, said, "SPS gives us a more disciplined approach to contract writing and data management. SPS works very well for those JCC-I/A sites that use it."

COL Peach (right) presents a coin to MAJ Milner (left), SPS Manager at Camp Victory, for his hard work and dedication to the Program.

However, there are contracting sites with and without SPS that face a multitude of challenges, such as the need for standardized data, lack of training and weak connectivity.

Standardization
The JCC-I/A wants to move away from contingency contracting and into a sustainment contracting situation. This move will enable the standardization of data and systems for contracting offices in theater.

Training
Currently in theater there is inconsistent training among SPS users, as well as a low

number of qualified System Administrators (SAs). Part of the Joint Program Management Office's (JPMO) plan of action is to supply the contracting offices in theater with a full-time SA and the Increment 2 video-based training CDs. Most SPS users can access the video-based training online. The lack of consistent connectivity in theater, however, creates the need for on-site CDs. Additionally, training CDs allow for individual training at the user's own pace and availability, as opposed to scheduled group training, which could interrupt an office's battle rhythm.

Connectivity and Travel
Weak communications infrastructure in theater only adds to the challenges faced by the contracting officers. The more remote the contracting officers' location, the less connectivity they have. Additionally, with travel being as difficult as it is in Iraq and Afghanistan, it is important that contracting officers are able to transmit data electronically. The JPMO plan includes steps to deploy the hand-held electronic Standard Form (SF) 44s in theater beginning 2006. Not only will this assist with connectivity issues, but it will also decrease the necessity of travel to exchange information.

Challenges and Solutions: In Depth

Standardization
Of the 15 regional contracting offices under the direction of the JCC-I/A, only two use SPS – Camp Victory, Iraq and Kabul, Afghanistan. Both of these sites use SPS only to create new contracts. Older contracts from the initial days in theater are too large to be manually entered into SPS. Contracting sites that do not use SPS instead create and manage contracts using paper SF 44s, Microsoft Word and Microsoft Excel. The JPMO plan

The insignia of the Joint Contracting Command — Iraq/Afghanistan.

intends to move the contracting offices away from this type of "ad-hoc" contracting to a system of greater stability and standardization. SPS will assist in the collection of accurate data, creation of timely reports and enable the leadership to have a complete picture of operational costs. All of these benefits will enable better reporting to the Department of Defense (DoD).

Training
Contracting offices in Iraq and Afghanistan face a high rate of personnel rotations into and out of the country. Some contracting officers arrive in theater without SPS training. This creates a learning curve for contracting offices each time a new rotation of personnel arrives. In such a fast-paced environment, there is no time to stop and train the incoming contracting officers. Providing sites with the Increment 2 video-based training CDs is a short-term solution to the training gap. A long-term solution includes the possibility of sending a training team to the theater to do on-site training and, more feasibly, comparing contracting officer deployment rosters to the SPS training roster to determine who needs

training prior to deployment. Furthermore, there is a lack of trained SAs on-site in theater. SAs are critical to the support and maintenance of SPS. The JPMO is researching options to send a fully trained SA to support SPS in theater.

Connectivity

There are many places in Iraq and Afghanistan where the connectivity is lacking, creating problems for contracting sites. In one instance, a contracting office under the direction of the JCC-I/A, which connects back to the SPS server in Vicksburg, Miss., was unable to create new contracts because Hurricane Katrina knocked out the Vicksburg server. This situation caused the JCC-I/A site — the Principle Assistant Responsible for Contracting for Reconstruction (PARC-Reconstruction) office — to revert to manual contracting. In response to this, the JPMO plans to stand up a second SPS server in the International Zone (IZ) for new contract work done by PARC-Reconstruction. Other sites may be able to use this second server depending on connectivity.

Travel

Travel is one of the biggest challenges for all Warfighters. It takes anywhere from three to ten days to travel the 1,419 miles between Baghdad, Iraq and Kabul, Afghanistan (roughly the same distance between New York City and Houston, Texas). While the JPMO cannot fix the challenges of traveling in and around Iraq and Afghanistan, it can provide tools that enable contracting officers to connect and transfer data electronically. One of these tools is the hand-held electronic SF 44. Using this new tool,

contracting officers in the most remote areas will be able to easily capture and maintain contract data. The JPMO is looking into the possibility of connecting the SF 44 directly to the JCC-I/A or SPS database for further integration of data. In fact, the JCC-I/A has volunteered to be an operational test site for the SF 44s. This test phase will begin in January.

"My staff and I are looking forward to testing the SF 44," said COL Harrison. "I think it will provide a real benefit to our contracting officers."

Outcome

The result of what contracting in theater will become is based on a number of factors, both political and military. With a rapidly changing environment and the possibility of a drawdown, it is nearly impossible to foresee the long-term contracting situation. However, the JPMO is in full swing to get SPS to the contracting officers in theater so that they can deliver faster results to the Warfighter.

"Contracting officers face many challenges to their work, and have done a superior job of completing the mission," said COL Peach. "I am confident the JPMO can resolve or provide an efficient work-around to these obstacles."
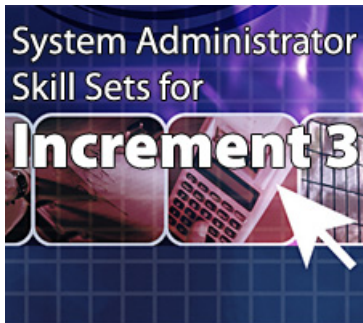
Technical and Functional System Administrator Skill Sets for Increment 3

Skill sets for both the Technical and Functional System Administrators (SAs) will become more specific and detailed with the deployment of the Standard Procurement System (SPS) Version 4.2 Increment 3 (v4.2.3). But don't let this worry you — comprehensive training will be provided for all SAs to learn and develop these new skill sets. Currently, many SPS sites use the same person as both the Technical and Functional SA. V4.2.3 SAs will need to be more specialized in their technical or functional area.

"The Increment 3 Functional and Technical System Administrators will have separate roles and duties," said Ms. Leesa Edson, SPS Joint Program Management Office Training Manager. "The specialization of the roles and duties for the SAs will enable them to better serve the SPS users."

SA roles are becoming more specialized, because the program is moving from a client server platform to a Web-based platform. This will require a higher capacity of maintenance work for both SAs. Let's look at the current role of the Functional and Technical SAs and the additional responsibilities that will come with Procurement Desktop Defense (PD²) v4.2.3.

Current Role of the Functional System Administrator

Functional SAs manage the front end of SPS, and they enable the user to interface with the software. Some of their duties include setting up user profiles, managing passwords, maintaining clauses and applying business rules for the system.

New Skill Sets for the Functional System Administrator

With PD² v4.2.3, Functional SAs will be more involved in maintaining the system and will have new tools to maintain the system for the user. In addition to the work and maintenance rolled over from PD² v4.2.2, they will define and maintain access

Technical and Functional System Administrator Skill Sets [continued]

levels for each user and maintain a robust archiving system for v4.2.3.

Current Role of the Technical System Administrator

Technical SAs manage the back end of SPS. They ensure that system modifications translate between the server, the database and the user's desktop. Technical SAs install and maintain the security models, upgrade software, implement software patches and maintain the server.

New Skill Sets for the Technical System Administrator

A dedicated Technical SA will be needed to monitor and maintain PD² v4.2.3. While many of the tasks done for PD² v4.2.2 will also apply to v4.2.3, the Technical SA will require more technical skill and understanding to maintain v4.2.3 for two reasons:

1. The system is moving to a Web-based platform, and
2. The system will require a more robust security model.

Training for the Technical and Functional System Administrators

Complete training for both Functional and Technical SAs will be available. Certification will be required for both roles. The Technical SA will be required to take classes in the fields of Application Administration, Advanced System Administration and Tailoring, Standard Integrations, and Reporting with Business Objectives. The Functional SAs' learning path goes through classes

suited to learn the front-end of v4.2.3, such as Password Maintenance, Document Layout and Estimating Templates. Many of the Technical and Functional SA training modules overlap so there is a common knowledge base between the two roles. There are a total of 28 modules for the Functional SA learning path and 22 for the Technical SA learning path. A breakdown of both learning paths is on page three.

The first three modules of both learning paths are required. The remainder of the learning paths are recommended, but SA certification can not be received without them. SAs who go through the modules have the opportunity to choose the order in which the modules are taken. However, the learning path is set up to follow the acquisition path, and it is recommended that the SAs take the modules in order. SAs may also reference the modules for questions and help.

The PD² v4.2.3 training modules are still in development and, in fact, are being developed simultaneously with the software. Once v4.2.3 Build 5 is deployed, the training modules will be available to the user community on the Army's Learning Management System (LMS) Web page, accessible through Army Knowledge Online. For more information on how to access the LMS, see the "SPS Training Transformation" article from the November/December 2005 issue of *The SPS Connection*. Additionally, training information is regularly posted and updated on the SPS Center of Excellence portal Training page.

Functional System Administrator Learning Path

Module 1: Getting Acquainted with the Web-based training

Module 2: Basic System Functions of the Web-based training

Module 3: Getting Acquainted – System Administration

Module 4: General System Parameters

Module 5: System Security Definition

Module 6: Security Model

Module 7: Password Maintenance

Module 8: Workload Set-Up

Module 9: Approval Set-Up

Module 10: User Maintenance

Module 11: Federal Procurement Data System – Next Generation (FPDS-NG)

Module 12: Reference Data Maintenance

Module 13: Currency

Module 14: Office Maintenance

Module 15: Vendor Maintenance

Module 16: Document Definition

Module 17: Document Numbering

Module 18: Document Layouts

Module 19: Terms and Conditions Maintenance

Module 20: Attachment Maintenance

Module 21: Estimating Templates

Module 22: Reporting Maintenance

Module 23: Monitoring

Module 24: Batch Set-Up

Module 25: Award Close-Out Maintenance

Module 26: Archiving Maintenance

Module 27: Automated Process Maintenance

Module 28: Accounting Line Maintenance

Technical System Administrator Learning Path

Module 1: Getting Acquainted with the Web-based training

Module 2: Basic System Functions of the Web-based training

Module 3: Getting Acquainted – System Administration

Module 4: Application Administration*

Module 5: General System Parameters

Module 6: System Security Definition

Module 7: Security Model

Module 8: User Maintenance

Module 9: Advanced System Administration and Tailoring*

Module 10: Workload Set-Up

Module 11: Approval Set-Up

Module 12: Automated Process Maintenance

Module 13: Batch Set-Up

Module 14: Terms and Conditions Maintenance

Module 15: Award Close-Out Maintenance

Module 16: Archiving Maintenance

Module 17: Standard Integrations*

Module 18: Office Maintenance

Module 19: Vendor Maintenance

Module 20: Federal Procurement Data System – Next Generation (FPDS-NG)

Module 21: Reporting with Business Objectives*

Module 22: Reporting Maintenance

*mandatory Technical SA modules

News from Washington Affecting the SPS Community

New Deputy Under Secretary of Defense for Acquisition and Technology

The White House, in a Dec. 19 press release, accounced the nomination of Mr. James I. Finley to the position of Deputy Under Secretary of Defense for Acquisition and Technology. Mr. Finley is from Minnesota and currently serves as the President of The Finley Group, LLC, a consulting company he started in 2002.

Mr. Finley will replace the current Deputy Under Secretary of Defense for Acquisition and Technology, Mr. Michael Wynne, who has served in this position since May 2003.

Exceptional Civilian Service Medal Goes to Former SPS Navy Desk Officer

Mr. Larry Rosendorf was recently honored with the *Office of the Secretary of Defense Medal for Exceptional Civilian Service Award.* For four years, Mr. Rosendorf served as the Navy Desk Officer for the Standard Procurement System (SPS) and as the Service/Component Chair for the Joint Requirements Board.

The award reads:

> "Mr. Rosendorf provided leadership, sage advice and insightful recommendations on a full spectrum of procurement issues. With hands-on product knowledge, he was sought out time and time again for his expertise. His efforts truly contributed to the continued improvement and success of this program and paved the way for other Acquisition Domain-wide solutions providing enterprise capabilities."

Congratulations to Mr. Rosendorf!

Click here to send your SPS-related comments, questions or issues to SPS Desk Officers.

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Automated Contingency Contracting Steps into the Field

With a hint of sarcasm, MAJ Ed Pettengill proudly calls himself — and even asks his family to call him — the "Father of Modern Contingency Contracting." Working for the Standard Procurement System (SPS) Joint Program Management Office (JPMO) as the Assistant Program Manager (APM) for Contingency Contracting for the past year, he has rightly earned this self-proclaimed title. MAJ Pettengill continues as the APM for Contingency Contracting into 2006 spearheading the test fielding of the hand-held, electronic Standard Form (SF) 44.

One year ago when MAJ Pettengill started at the JPMO, he sat down with a few contracting officers who had just returned from theater and listened to what they needed to make their job easier. This was the beginning of the electronic SF 44. Today, the electronic SF 44 is built and has gone through rigorous testing at the JPMO Fairfax office. The next step for the electronic SF 44 is testing in Baghdad, which will begin this January. This will be the first test of the electronic SF 44 against elements in the field.

"I look forward to seeing how the electronic SF 44 will perform in the field," said MAJ Pettengill. "I am confident it will meet the needs and expectations of the contracting officers who use it."

The Father of Modern Contingency Contracting — MAJ Ed Pettengill

Paper or Electronic?

According to MAJ Pettengill and the testers, the electronic SF 44 is a vast improvement over the paper version. The paper SF 44 tends to get torn and dirty when used in the field. In addition, there is always the risk that it might not get filled out completely, and there is no capability to summarize the day's data. The electronic SF 44 eliminates these problems. The most important feature of the electronic SF 44 is that it has roll-up capability. Through a cradle connected to a laptop, the data compiled by the SF 44 each day may be downloaded and summarized. Furthermore, after data — such as vendor name and address — is entered once, it is available in a drop-down menu for each

future time it is needed. The electronic SF 44 can also be connected to a portable printer for vendor receipts. And, as one of the testers at the JPMO office pointed out, with the electronic SF 44 there is no handwriting to decipher and possibly misread.

The electronic SF 44 is the first step toward building a complete, end-to-end contracting system that can be used from the first 'boots on the ground' to a sustained garrison situation. "The electronic SF 44 is remarkable," said MAJ Pettengill. "All the people who have used it have been impressed with its capability and simplicity."

	Paper SF 44	Electronic SF 44
Automated		x
Convenient	x	x
Roll up capability		x
User friendly		x
Minimal training required	x	x
Better record keeping		x
Transportable	x	x
Better follow up capability		x
Receipt capability		x
Low calculation error rate		x
Secure		x

MAJ Ed Pettengill (right), SPS APM for Contingency Contracting, demonstrates the electronic SF 44.

SF 44 Hardware

When the electronic SF 44 is fielded, the Services will have a choice of hardware on which the SF 44 software is installed. Hardware selections range from small and somewhat fragile to large and ruggedized. The smaller version tends to be less expensive and the ruggedized version more expensive. After testing each hardware model in the field and making any needed adjustments, the Services will be able to choose which handheld they want to use based on the properties of each. The only requirement for the hardware is that it must run the Windows Mobile operating system.

MAJ Pettengill's Deployment

MAJ Pettengill's experience with contingency contracting extends far beyond his talk a year ago with returning contracting officers. He recently spent six months in Kuwait working for the Defense Contract Management Agency (DCMA)-Middle East as an administrator for the Logistics Civil Augmentation Program (LOGCAP) contract.

Automated Contingency Contracting Steps into the Field [continued]

In this capacity, he was responsible for one task order of the contract, which had a burn rate of nearly $1 million per day. As the liaison between the customer (the Warfighter) and the contractor, MAJ Pettengill implemented 25 contract changes during his short tour.

Currently, DCMA-Middle East does not use an automated contracting system to manage its contracts. In this situation, MAJ Pettengill worked contract changes through letters e-mailed to both the contractor and the DCMA main office in Rock Island, Ill. Once a contract change letter arrived at Rock Island and was printed, the changes were placed manually into the contract. As a result, of the 25 change letters MAJ Pettengill sent during his six month tour, only ten letters were officially put into the system. "The process was cumbersome and slow," said MAJ Pettengill. This experience only helped solidify his determination to improve procurement operations for contracting officers in theater, both in a contingency and sustainment situation.

Contingency vs. Sustainment Contracting

There is one thing that truly distinguishes contingency contracting operations from sustainment contracting operations — predictability of needs. The more predictable and stable the needs of an operation become, the more the contracting office is in a sustainment mode. Contingency contracting takes place in an austere environment where there is typically no infrastructure or reliable communications links, and there is little time for advanced planning. On the other hand, sustainment contracting takes place in a stable garrison environment with plenty of resources,

A display of the different SF 44s. (from left to right) The paper SF 44. The small, lightweight SF 44. The ruggedized SF 44.

Characteristics of Contingency Contracting vs. Sustainment Contracting

Contingency Contracting
- Austere environment
- Limited resources
- Unstable or non-existent infrastructure
- Poor communication links
- Short planning timeframe
- Unpredictable needs
- No automated system

Sustainment Contracting
- Garrison environment
- Available resources
- Stable infrastructure
- Consistent communication links
- Long planning timeframe
- Predictable needs
- Automated system

Automated Contingency Contracting Steps into the Field [continued]

a sound infrastructure, dependable communications links and plenty of time and ability to plan for needed purchases.

As the Father of Modern Contingency Contracting, MAJ Pettengill is working towards bridging the gap between contingency and sustainment contracting operations. He is exploring and developing automated contracting solutions to ease the transition between contingency and sustainment operations and to better enable contracting officers to manage contingency operations. The electronic SF 44 is only the beginning.

"I'm excited about the possibilities that the electronic SF 44 presents to contracting officers in the field," said MAJ Pettengill.
"Our ultimate goal is to keep improving and speeding services to our customer — the Warfighter."

MAJ Pettengill stands in front of a fuel bag in Kuwait. The up-keep of the fuel bags was part of the task order maintained by MAJ Pettengill during his deployment.

The SPS
Connection
January/February 2006

Desk Officers

The SPS Desk Officers are the liaisons between the Joint Program Management Office and the acquisition leaders in the Services and Defense Agencies. The Desk Officers are also your points of contact for questions and comments regarding SPS in your component.

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SPS Socket Results

January/February 2006

SPS User Satisfaction Survey response results as of Jan. 6: 1st – Navy (64%); 2nd – Air Force (26%); 3rd – Army (4%). Let's bring those responses up! Complete the survey now. Tell us about your job:

Management

9%

System Administrator

30%

IT Specialist

9%

Contracting Officer

19%

Contracting Specialist

33%

Program Analyst

0%

Have you plugged into the socket yet? Cast your vote below.

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○ Management
○ System Administrator
○ IT Specialist
○ Contracting Officer
○ Contracting Specialist
○ Program Analyst

Submit

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